Manage Training, Enrollment, and Offerings

Quick Reference Guide

Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:

  https://www.edison.tennessee.gov

- Enter User ID & Password provided from Edison.

View Paycheck

View and Print a copy of your Paycheck

Employee Self Service > Employee Home > Payroll and Compensation Home > View Paycheck

View Payable Time

View Time Scheduled to be Paid

Employee Self Service > Employee Home > Time Reporting Home > Payable Time Summary

NEED ASSISTANCE – CALL

FOR PAYROLL QUESTIONS CONTACT:
CENTRAL PAYROLL CALL CENTER
615-741-PAID or 877-944-3873

FOR BENEFITS QUESTIONS CONTACT:
BENEFIT CALL CENTER
615-741-3590 or 800-253-9981

FOR EDISON QUESTIONS CONTACT:
EDISON HELP DESK
615-741-HELP or 866-376-0104

Enterprise Learning Management (ELM)

Basic Navigation

CREATE CATALOG ENTRY *(From Item to Session)*

Enterprise Learning > Catalog > Maintain Items

MANAGE RESOURCES

Enterprise Learning > Learning Resources

- Equipment
- Facilities
- Materials

LEARNER RELATED TASKS

Enterprise Learning > Learner Tasks

- Enroll Learners
- Administer Activity Rosters
- Administer Program Rosters
- View all Learning
- Add Supplemental Learning

INSTRUCTOR TASKS

Enterprise Learning > Instructor Tasks

- View Schedule
- Mark Grades
- Track Attendance

Learner Group Definition

A Learner Group is a defined group of learners (group of employees) that share some of the same learner attributes, such as: the same department, or job code. One of the primary functions of learner groups is to control access to the learning catalog.

There are 2 types of Learner Groups – Query-Based and Criteria-Based.

Working with the Catalog

STEPS TO CREATE A CATALOG ENTRY:
Item > Delivery Method > Activity > Learning Component

NAMING STANDARDS
   ITEM CODE: 4Alpha4Numeric
      Example: ADVL1000
   ACTIVITY CODE: 2 Alpha – 2 numeric
      Example: HR – 1000
   PROGRAM CODE: 2Alpha**CLE**4Numeric or 4Alpha4Numeric
      Example: HRCLE2000 or MGDV2000
   LEARNER GROUP: 2 Alpha – Description
      Example: HR – External Learners

 SCORM/AICC (Web) Content
Agencies will place unzipped content on a shared drive under their Agency folder and then under a folder that contains the content. Then, the same Agency folder name and content folder name is added to the Manage Content section for web courses.
The Agency will then contact the Edison Help Desk by email and point them to the content on the share drive. The Help Desk will then move the content to a secure Web Server that has been identified in the Manage Content section for that Activity/Component.
Folder names and Manage Content URL's are standardized to separate both agency and agency web courses. An approximate example is:

Manage Content URL =
http://ag0319006lw007.nash.tenn:6650/PSIGW/CH/CH1000B/

Shared Folder Sample = Agency Web Courses/CH/CH1000A
The naming convention is as follows:
Agency Web Courses - Main File Name
Two Letter Agency Alpha (AR, BI, CH, HR...)
7-8 Letter Web Course Name (CH1000A relates to the Activity Name plus an alpha A for the first component, B for the second component (if the second component is also a web course).

Key Notes to Remember:

LEARNING ADMINISTRATORS
Learning Administrators can enroll Learners in absence of a manager, or when a Learner does not have access to a computer.

EXTERNAL LEARNERS
External Learners must have a User ID created by the Edison security team for before the they can be added to the system.

INSTRUCTOR PROFILES
Instructor Profiles must be added in addition to the already existing Internal/External learner profiles in order to be seen as an Instructor in the ELM system.

CUSTOMER PROFILE
The parent company is the Agency that the customer belongs to.

CERTIFICATIONS
Certification programs enforce a fixed time period within which the learner must complete all items to become certified in a particular area. A certification covers a specific topic or set of topics that usually include a test that the learner must pass. Certifications have an expiration date, completion rules, and re-certification rules.

CURRICULUM PROGRAMS
A curriculum program guides the learner along a specific learning path over an unrestricted span of time to fulfill one or more objectives. Because a curriculum does not have a built-in time frame for completion, the learning is self-paced. The record of completion for a curriculum does not expire; therefore, the learner needs to only complete the curriculum once.